

25X1A6a

1. Is the Special Purchase Branch (SPB) [REDACTED] operating at capacity?

Capabilities of SPB were not fully utilized through the month of December. This assessment was made by SPB personnel in early December. Discussion with Chief, SPB, and other personnel of the Branch indicated that capabilities were being used to the extent possible during the month of January, but that some slack may have occurred during parts of February as a result of a declining workload. Apparently, the facilities of the branch are being used at or near capacity. Some additional workload, however, could probably be absorbed without increasing staffing patterns.

SPB personnel noted that procedures were being reviewed as were the kinds of actions handled by that unit. For example, requisitions processed to that unit for supply action may contain items which are available through the MILSTRIP/FEDSTRIP system. The leadtime in the Interdepartmental Support Branch averages approximately 5 days or less which probably indicates that this unit is not operating at capacity and could absorb additional workload without any disruption in system operations. Accordingly, the review now being undertaken by SPB may result in minor redistribution of workload.

Supply Management Branch (SPB) may release a requisition for SPB action which has a 90-day delivery date when received at SPB. These requisitions were frequently accorded low priority and were not selected for action until some 30 days prior to the date the item is due in the field. This delay created problems because an item listed thereon may not be available commercially within the 30-day turn-around period authorized by Supply Division Instruction in which event the requisition may be returned to SMB for transfer to Procurement Division. While the points above are not

particularly significant from the standpoint of workload analysis, they do degrade efficiency of the system. These deficiencies have or will be corrected. A significant increase in workload, however, would command assignment of additional personnel to SMB notwithstanding these improvements.

2. Is General Procurement Branch training its personnel across commodity lines?

Definition - Commodity Class as defined herein may include a range of hand and power tools as well as industrial equipment. Similarly electronic components such as resistors, capacitors, tubes, diodes, etc. are grouped in commodity classes with procurement responsibility assigned to one or more procurement officers who specialize in given product lines. Procurement Officers may be responsible for the execution of purchase orders covering numerous commodity classes.

a. Interviews with Procurement Division (PD) personnel indicate that the present lineage of procurement officers has not had the luxury of being trained in the acquisition of materiel not included in the commodity classes to which they have been assigned. This is due to the fact that the workload has been such that each procurement officer is totally occupied in the acquisition of materiel falling within commodity classes for which he is responsible. Until such time as slack time occurs it seems apparent that little can be done in the area of cross training without further degradation of response time.

b. The workload distribution between the Industrial Products and Administrative Products Sections of PD is reasonably well divided. The interviewer was assured that in the event of slack periods developed within commodity specializations the procurement officer affected would be assigned to another area of operation to relieve clutters. Personnel with whom this problem was discussed in PD did not seem to feel that the problem was germane because procurement resources were totally occupied at the present moment. Assuming that future workload distribution factors demonstrate that a procurement officer is not totally occupied in relation to the others' workloads

would be passed to that individual for appropriate action regardless of specialization factors.